

Re: Arizona Dept of Commerce SOLICITATION NO. C002-05

DJT Consulting Group

RESUMES

APPENDIX

DJT Consulting Group Principal and Associate Resumes

Resume for Trudy C. Kilian

Consulting since 1982, Trudy has worked with businesses, nonprofit organizations, and all levels of government. In addition to expertise in a wide range of public policy and community/social services issues, she has substantial experience in research, program monitoring, evaluation, and grants management.

Trudy has served on national and state-level planning groups and has worked with Oregon, Washington and Arizona-based clients. She has developed policies and procedures, monitored contracts for compliance and performed audits of city and county social services organizations.

Work History

1999 to present	DJT Consulting Group, LLC (Partner)
1992 to present	MyInfoSleuth (Sole Proprietorship)
1988-92	Justice Systems Manager, (Santa Clara County Health & Hospital Systems)
1987-88	Organization Development Consultant
1981-87	Upper, Middle Management (Various Companies)

Education

M.S. degree in Organizational Development/Industrial Psychology
B.A. degree in Spanish with a minor in Psychology
Lifetime Community College Teaching Credential (Human Services)

Grant Writing and Fundraising Experience

Providing grant-related services to businesses, nonprofits, government agencies and prospective nonprofits since 1982. Helped clients attain over \$60M in federal, state, regional, local government and private foundation and corporation grants and fees-for-services contracts. She also worked on capital campaigns, individual contributor/major donor campaigns, annual solicitations, special events and social enterprise plans. Projects were funded for start-up, planning, "hard costs" and program/ operational costs. Successful grants within specific topic areas include social services, housing, criminal justice, community development, human resources and transportation and engineering.

Other Projects

Direct start-up of small business, nonprofit organizations and government departments. Train and coach professionals. Identify and synthesize data to influence decisions on clients' behalf. Work with management and staff to

articulate and meet organization development needs. Write procedure manuals, fact-based articles. Secondary research, ethnography, quality assurance, program evaluation. Evaluate federal, state and local proposals and monitor performance. Manage professional training programs, seminars, conferences. Administer and negotiate contracts. Business, nonprofit and government grant screening. Founding leader/manager of Alliance of Community Colleges for Traffic Safety, Association for Responsible Alcohol Control, Bay Area Services Network, Community Assistance Disaster Relief Effort (CADRE), Criminal Offender Drug Abuse Programs (CODAP), Help House the Homeless, and the Women's Exchange. Referent expert in criminal justice, domestic violence, child abuse and alcohol and drug treatment.

Selected Clients

Government, nonprofit and business clients include: California Partnership for Children; Center Point, Inc.; various California cities and counties; Community Psychotherapy Institute; Drain Patrol, Inc.; Economic and Social Opportunities, Inc.; Emergency Housing Consortium; Housing Trust Fund Initiative; International Business Incubator; IP Solutions Corporation; National Traffic Safety Institute (Headquarters in Arizona); NCADD; Rinaldi and Associates (Washington); San Jose-Evergreen Community College District; San Jose Foothills Family Community Clinic; San Jose State University Foundation; Silicon Valley Manufacturing Group; Support Systems Homes, Inc.; Tibetan Aid Project; UCLA; West Valley Community College; WinCare (Oregon)

Individual Reference: Trudy Kilian

Name and Title	Linda Beaujon, Regional Director
Agency/Company	National Traffic Systems Institute
Address	275 North Fourth Street, San Jose, CA
Telephone Number	408-297-8566
Email	lbeaujon@ntsi.us

Sample Projects, Names and Types of Grants: For over ten years, Trudy has provided grant consulting for this national for-profit company. The company provides court-mandated and voluntary-based education, training and counseling services with a focus on traffic safety, anger management and driving-under-the-influence. Activities include determining the feasibility of expanding the business to include other services, identification of likely funding or bid opportunities (fees for services), and advising regarding particular regional or local issues that may affect the business climate. *An example of a project awarded is a "fee for services" contract with California's Orange County for Traffic School that brings in approximately \$1.5M per year for 5 years.* Efforts not listed include public-private partnerships concerning education, regulation or coordination of efforts.

Resume for Daniel I. Armenta

Managed projects for various local and state organizations, including city councils, county boards of supervisors, municipal departments, and other government bodies since 1986. Extensive long range planning experience, including coordinating the development and writing portions of the 10-year "Source Reduction and Recycling Plan" for the City of Mountain View. Led the development of the "Strategic Plan for the Sonoma County Hispanic Chamber of Commerce."

Work History

1999 to present	DJT Consulting Group, LLC (Partner)
1999 to present	Armenta Management Consulting (CEO)
1984-1999	Public service positions including: Police Department Crime Analyst and Administrative Services Manager; Public Works Department Solid Waste Program Manager; Utilities Department Senior Administrative Analyst

Education

Masters degree in Public Administration

Bachelor of Science Degree in Urban Geography/Political Science

Grant Writing Experience

Major expertise lies in police and law enforcement, public works, public utilities, and regional collaborations. Recent projects include grant writing, funding research and related advisement with the Cities of Vallejo, Santa Rosa, and Piedmont. Grant proposals have raised over \$20 million dollars.

Other Projects

Budget: (Santa Rosa Police Department) Developed and administered \$26M budgets for three years; City of Mountain View: (1) Developed and managed the \$15M Solid Waste Program Enterprise Fund for five years; (2) Developed and managed the \$14M Water/Waste Water Enterprise Funds for two years; (3) Spearheaded City's efforts in developing variable refuse rates.

Contracts: Sonoma County: Wrote and negotiated the contract for project management services for \$10M CAD/RMS Project; City of Mountain View: (1) Author and primary negotiator for City's \$100M refuse franchise agreement; (2) Negotiated first bargaining unit agreement for the City Utilities Department.

Project Management: City of Santa Rosa: Leader in a countywide consortium for development and implementation of a regional Computer Aided Dispatch/Records Management System; City of Mountain View: (1) leader in

building and operating the \$100M SMaRT Waste Station; (2) Developed and implemented the City's State mandated Source Reduction and Recycling Plan; City of Piedmont: Primary Consultant for City RFP for Garbage, Recycling and Green Waste Services; City of Vallejo: Primary Consultant for City's RFP for Recycling Services.

Selected Recent Clients

City of Vallejo, City of Fairfield, County of Santa Rosa, City of Piedmont, Greater Vallejo Recreation District

Individual Reference: Dan Armenta

Name and Title	Ms. Mary Hill, Assistant City Manager
Agency/Company	City of Vallejo
Address	555 Santa Clara Street Vallejo, California 94590
Telephone Number	707-648-4575
Email	maryh@ci.vallejo.ca.us

Sample Projects, Names and Types of Grants: Since November 1999, Dan Armenta has obtained \$4,010,365 in grant funds from various private and public sector grant funding agencies. Along with seeking out and obtaining this money, he has assisted the Finance Department in monitoring the grants that are in place and in providing updates to the City Council.

Naturally we're very pleased with the work Dan has done for the City. The money we've gotten through his efforts has been very important to our city, especially during these difficult economic times.

--Assistant City Manager Mary Hill (Press Release 7/29/04)

Resume for Jennifer Crystal Chien

Jennifer Crystal Chien provides consulting services in fund development and program planning for nonprofit and government organizations. She has assisted small budget as well as multi-million dollar organizations, primarily in social services, economic development, and youth development.

Work History

1999 to present	DJT Consulting Group, LLC (Partner)
1998 to present	Nonprofit Development Consultant (Sole Proprietorship)
1995-1998	Development Associate - Larkin Street Youth Center (Comprehensive support services to homeless and runaway youth. San Francisco, CA) Development Coordinator - Back on Track (Individual tutoring to K-12 students who are not well served

	by the school system. San Francisco, CA) Grant Writer - Castle Consulting (Fund development services to nonprofits, including Urban Ministry (social services) and Bay Area Action (environment). Palo Alto, CA)
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Education

BA degree in Human Biology with a concentration in Poverty and Public Policy

Grant Writing and Fundraising Experience

Projects include fundraising assessments and plans, public and private grants, individual donor solicitations and relationship building. Major expertise lies in social services, community development, criminal justice and housing. She is particularly experienced with government and foundation funding sources.

Other Expertise

Program Development – strategic program planning, expansion or restructuring of current programs

Training – all aspects of fundraising for boards and staff

Selected Recent Clients*

Alliance for West Oakland Development – (Oakland, CA)
A West Oakland community and economic development nonprofit corporation that embodies community ownership in revitalization projects.

Marin Abused Women's Services – (San Rafael, CA)
Provides direct services for abused women and their children, and reeducation for men who abuse.

National Community Development Institute - (Oakland, CA)
Community and neighborhood development organization that builds the capacity of communities to create economic and social change.

National Native American AIDS Prevention Center - (Oakland, CA)
Working with nonprofits serving the Native American community to work on AIDS prevention.

(*Clients were selected from over two dozen organizations)

Individual Reference: Jennifer Chien

Name and Title	Raymond Bragg, Redevelopment/Special Projects Director
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Agency/Company	City of Fontana
Address	8353 Sierra Avenue Fontana, CA 92335
Telephone Number	909-350-7697
Email	rbragg@fontana.org

Sample Projects, Names and Types of Grants: Jennifer was Project Manager for the City of Fontana's successful \$14.9M library construction proposal to the California State Library, Office of Library Construction. One of only 12 proposals funded out of 77 submittals, challenges included working on a short time frame (3 months) to collect, analyze and synthesize information from a wide-range of resources. It was necessary to supplement information with new research and public involvement activities (e.g. focus groups, written, telephone and Internet surveys). While DJT personnel came in as relative outsiders to the community, we came to embrace and champion "the cause," all the while augmenting (or disproving) experience-based assertions with facts. DJT staff also facilitated the negotiation of Joint Use Agreements between schools and libraries, helping each party identify services and responsibilities they could share along with funding or in-kind resources they could contribute.

Resume for Sherry Bruning

Senior Associate with DJT Consulting Group. Other experience and expertise includes organization development, quality improvement, strategic planning and program development. Expertise also includes integrating technology into program design, the development of instruments to gather data, data analysis, developing outcomes management systems, owning computer and book sales companies, and marketing.

Work History

2002 to present	DJT Consulting Group, LLC (Senior Associate)
2002 to present	Freelance Grant Writer
1998 to present	Quality Improvement Coordinator & Consultant Support Systems Homes & CADS
1996 to 2000	Freelance Writer/Editor and Web-Site Designer
1995 - 1996	Purchasing & Sales Manager/Technical Writer Trans-Ameritech Enterprises & Systems
1992-1995	Owner and President, Wind and Sea Computers (wholesale computer sales)
1987-1992	Account Manager, reporting to President of Blue Tech Corporation (software publishing, hardware distribution)

Education

Bachelor of Arts degree in English Literature/Writing. Other education and training in substance abuse, quality improvement, and computer technology.

Grant and Fundraising Expertise

Provide grant writing and research services to city agencies, non-profits, and organizations of varying sizes. Assist in project management. Liaison with organization/city officials in collaborative grant writing efforts. Obtained more than \$15 million in funding for various organizations since 1998, working primarily with social services programs, with an emphasis in substance abuse. Other funded projects dealt with housing, community development, family violence and library construction.

Other Projects

Organization Development and Quality Improvement: Program design. Corporate policy and procedures manuals. Chart audits and audit reports. Survey design, analysis. Head of Quality Improvement Committee. Staff training (ethics, quality, cultural competence, health and safety, policies and procedures).

Marketing and Publications, Sales. Design, write and edit items including brochures, logos, newsletters, business cards, and websites. Translate publications from English to Spanish. Fiction and non-fiction editing and proofreading. Set up quotas and incentives, supervised sales teams.

Information Technology: Technical writing, including computer software manuals, research papers, product documentation, CD-ROM releases. Website design and implementation for 20 companies throughout the U.S.

Career Highlights

2004	Recruited and unanimously voted in as member of the Friends of the San Jose Library Board.
2000, 2003	Lead effort for Support Systems Homes to receive highest possible accreditation from International Commission on Accreditation of Rehabilitation Facilities
1999 -Current	Authored or co-authored \$15M+ in successful grant proposals
1983 -1996	Featured poet in UCSD's <i>The Birdcage Review Anthology</i> (1983). Several poems and reviews published in small literary journals and magazines (1983-1996)
1993	Awarded "Blue Ribbon Vendor " from Naval Ocean Systems Center, San Diego, CA for excellent service.
1987-1992	Vendor of the Year Award from QMS, Inc. Alabama (1992). Overall sales exceeded \$1.5M per year for four years.

Individual Reference: Sherry Bruning

Name and Title	Robert Norton, CEO and Executive Director
Agency/Company	Support Systems Homes, Inc, and CADS, Inc.
Address	1 W. Campbell Ave. #E-35 ° Campbell, CA 95008
Telephone Number	(408) 370-9688
Email	BobNortonSSH@aol.com

Sample Projects, Names and Types of Grants: Since 1998, Sherry Bruning has written successful grant proposals for these substance abuse treatment programs. Types of grants funded include transitional housing and outpatient treatment for Drug Treatment Court clients, SACPA (Proposition 36) clients, and other criminal justice system-referred clients. Contracts for residential and outpatient treatment, as well as transitional housing in three counties have also been secured from state agencies, including SASCA.

Summary of Qualifications: Jill Greenblatt

Jill performs administrative services as an independent contractor. She has been providing these services for DJT Consulting Group since 2002. Her administrative functions may include taking meeting minutes and summarizing them, doing data entry to maintain Work Plans (record information); informing individuals of upcoming tasks; coordinating communications and schedules with the Work Team, engaging in non-strategic communications with clients; scheduling meetings; doing light editing, proofreading; faxing, copying; invoicing and other related duties.

Work History

2002 - present	DJT Consulting Group, LLC Administrative and Project Coordinator (contract basis)
2001 -present	Bay Area Wilderness Training Program Director (2004) Curriculum Developer/Writer (2002- 2004, contract basis) Lead Instructor/faculty (2001-present)
2001	LifeSchool, Wilderness Leader
1998 -2000	Asian Neighborhood Design, YouthBuild Program Administrator (2000) Office Manager (1998-2000)
1998	Visiting Nurses and Hospice, Assistant Volunteer Coordinator